



Deputy Executive Director

Recruitment: The State of Nevada Board of Cosmetology is seeking qualified applications for the Deputy Executive Director position in the Las Vegas office.

Resumes and Applications accepted through close of business on August 28, 2014. Application forms may be obtained from the Las Vegas or Reno office or the Board's website at:
www.cosmetology.nv.gov

Interviews: Selected candidates will be interviewed on Monday, September 8, 2014.

Approximate Annual Salary & Benefits: Starting salary is \$70,804.08. Medical, Dental and Vision insurance programs are available; paid vacation and sick leave; retirement plan (PERS) and other available benefits.

Submit Cover Letter, Resume and Application to:

Gary K. Landry – Executive Director
State of Nevada Board of Cosmetology
1785 E. Sahara Suite 255
Las Vegas, NV 89104
Fax # (702) 369-8064
gklandry@nvcosmobd.nv.gov

Job Title:

Deputy Executive Director

Responsible To:

Executive Director

Supervisory Responsibility:

Staff

Executive Summary:

Under general direction of the Executive Director, the Deputy Executive Director assists in the administration of the strategic direction of the agency along with the day-to-day operations of the Nevada State Board of Cosmetology. This person provides information and advice as required by the Executive Director.

Assigned Responsibilities:

1. Leadership
 - a. Participate with the Executive Director in developing a vision and strategic plan to guide the agency
 - b. Identify, assess, and inform the Executive Director of internal and external issues that affect the agency



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- c. Act as a professional advisor to the Executive Director on all aspects of the agency's activities
 - d. Foster effective team work between the Executive Director and the Deputy Executive Director and between the Deputy Executive Director and staff
 - e. In the absence of, or at the request of the Executive Director act as a spokesperson for the Board and provide public information to the public as directed
 - f. Conduct official correspondence on behalf of the Executive Director as appropriate and jointly with the Executive Director when appropriate
 - g. In the absence of, or at the request of the Executive Director represent the agency at community activities to enhance the Board's community profile
 - h. Attend meetings of professional organizations as approved by the Executive Director
2. Board Meetings
- a. In the absence of, or at the request of the Executive Director serve as secretary to the Board
 - b. Assist the Executive Director to schedule, coordinate, and attend Board and Committee meetings
 - c. Assist the Executive Director to provide support to the Board by preparing meeting agenda and supporting materials
 - d. Assist the Executive Director to maintain records and confidential files, arrange for administrative hearings, arrange hearings with the hearing officer, and report disciplinary actions to the Board and all other requesting entities, and maintain records of such reports
 - e. Assist the Executive Director to provide necessary information to the Board and committees of the Board
 - f. Assist the Executive Director to report progress and needs and recommend necessary action concerning operation of the Board office
 - g. Assist the Executive Director to research and recommend revision in statutes or regulations
 - h. Assist the Executive Director to review and approve the preparation of the minutes
 - i. Assist the Executive Director to work with legal counsel to get the agenda out timely and correct
 - j. Assist the Executive Director to oversee the preparation and distribution of the agenda and copies to the board members and interested persons mailing list
 - k. Assist the Executive Director to distribute any necessary information to all board members
 - l. Assist the Executive Director to assist the Attorney General's office in drafting Legislative Bills and administrative regulations and revisions as required by the Board
3. Operational planning and management
- a. Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the agency



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- b. Ensure that the operation of the agency meets the expectations of its licensees, Board, legislators, and Governor
- c. Oversee the efficient and effective day-to-day operation of the agency
- d. Draft policies for the approval of the Board and prepare procedures to implement the organizational policies
- e. Review existing policies on an annual basis and implement changes as appropriate
- f. Ensure that personnel and licensee files are securely stored and privacy/confidentiality is maintained
- g. Manage office computer hardware, software and network, and serve as central point of contact within office regarding all computer matters
- h. Review credentials of applicants for licensure and recommend licensure or board action on the applications
- i. Direct the investigation of all complaints and disciplinary matters and operationally supervise the investigative staff
- j. Performs other duties as deemed necessary and appropriate or required by statute, regulation, or the Board
- k. Has the authority to delegate any duties as he/she sees fit
- 4. Program planning and management
 - a. Oversee the planning, implementation and evaluation of the agency's programs and services
 - b. Ensure that the programs and services offered by the agency contribute to the agency's mission and reflect the priorities of the Board
 - c. Monitor the day-to-day delivery of the programs and services of the agency to maintain or improve quality
 - d. Oversee the planning, implementation, execution and evaluation of special projects
- 5. Human resources planning and management
 - a. Assists Executive Director to determine staffing requirements for organizational management and program delivery
 - b. Assists Executive Director to determine the type of work schedules and work periods best serving the needs of the agency in providing services to public
 - c. Assists Executive Director to oversee the implementation of the human resources policies, procedures and practices including the development of job description for all staff
 - d. Assists Executive Director to establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations
 - e. Assists Executive Director to recruit, interview and select staff that have the right technical and personal abilities to help further the agency's mission
 - f. Assists Executive Director to ensure that all staff receives an orientation to the agency and that appropriate training is provided



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- g. Assists Executive Director to implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review
 - h. Assists Executive Director to coach and mentor staff as appropriate to improve performance
 - i. Assists Executive Director to approve all requests for paid and unpaid leaves of absence, vacation, sick, and bereavement
 - j. Assists Executive Director to oversee the records of employee vacation, compensatory time, and sick leave balances
 - k. Assists Executive Director to process travel claims for Board members and employees
 - l. Assists Executive Director to perform and coordinate all payroll functions with respect to Board employee salaries and payments due Board Members
 - m. Assists Executive Director to discipline staff when necessary using appropriate techniques; release staff when necessary using appropriate and legally defensible procedures
 - n. Assists Executive Director to coordinate employee retirement matters with the Nevada Public Employees Retirement System (PERS)
- 6. Financial planning and management
 - a. Works with staff and prepares the annual budget for approval of the Board; administer the approved budget; recommends budget adjustments to the Board;
 - b. Approve expenditures within the authority delegated by the State and the Board
 - c. Ensure that sound bookkeeping and accounting procedures are followed
 - d. Administer the funds of the agency according to the approved budget and monitor the monthly cash flow of the agency
 - e. Provide the Board with comprehensive, regular reports on the revenues and expenditure of the agency
 - f. Ensure that the agency complies with all legislation covering taxation and withholding payments
 - g. Assist the Board's auditor with year-end closing of books and audit
 - h. Implement independent audit recommendations adopted by the Board
- 7. Community relations/advocacy
 - a. Communicate with stakeholders to keep them informed of the work of the agency and to identify changes in the community served by the agency
 - b. Establish good working relationships and collaborative arrangements with community groups, politicians, licensees, cosmetology schools, and other agencies to help achieve the goals of the agency
- 8. Risk management
 - a. Identify and evaluate the risks to the agency's people (clients, staff, management, volunteers), property, finances, goodwill, and image and implement measures to control risks
 - b. Ensure that the Board and the agency carries appropriate and adequate insurance coverage



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- c. Ensure that the Board and staff understand the terms, conditions and limitations of the insurance coverage
- d. Coordinate Board and staff insurance matters with the State of Nevada Office of Risk management
- 9. Miscellaneous
 - a. Perform any other duties as deemed necessary and appropriate by the Executive Director, statute or regulation

Knowledge, Skills, and Abilities:

- 1. Knowledge of: leadership and management principles; all federal and state legislation applicable to the cosmetology profession; human resources management; financial management; and project management
- 2. Proficiency in the use of computers for:: word processing; financial management; e-mail; Internet; testing; licensing; and inspection
- 3. Skills in :
 - a. Adaptability: Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
 - b. Behave Ethically: Understand ethical behavior and business practices, and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the agency.
 - c. Build Relationships: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the agency.
 - d. Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
 - e. Creativity/Innovation: Develop new and unique ways to improve operations of the agency and to create new opportunities.
 - f. Focus on Client Needs: Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
 - g. Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
 - h. Lead: Positively influence others to achieve results that are in the best interest of the agency.
 - i. Make Decisions: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the agency.
 - j. Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities
 - k. Plan: Determine strategies to move the agency forward, set goals, create and implement actions plans, and evaluate the process and results.
 - l. Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.



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- m. Think Strategically: Assesses options and actions based on trends and conditions in the environment, and the vision and values of the agency.
- 4. Working Conditions: will usually work in an office environment, but the mission of the agency may sometimes require non standard workplaces; will usually work a standard work week, but additionally will often work evening, weekends, and overtime hours to accommodate activities such as Board meetings and representing the agency at national organizations and public events.
- 5. Working knowledge of: theories, principals and practices of cosmetology Boards; office procedures, practices, contract negotiation and administration, personnel administration, budget preparation and administration, Information technologies and automated systems, and state and federal laws and regulations relating to regulatory agencies.
- 6. Ability to: Plan, organize, direct, staff, coordinate multiple activities and programs; communicate effectively both orally and in writing; ability to read, interpret and apply laws, statutes, and regulations; establish objectives and goals; and effectively develop and promote ideas based on vision and needs of the future based on what exists currently; and maintain excellent relationships with governmental officials, agencies, licensees, cosmetology schools, and the public.

Education, Experience, and Other Information:

- 1. Bachelor's degree from an accredited college or university in business, public administration, justice administration, education, finance administration or other closely related fields and a minimum of eight years of increasing experience at a supervisory level.
- 2. A master's degree in Business Administration (MBA), Management, or Public Administration is desirable, but not mandatory.
- 3. Nevada driver's license (required within 90 days of hire)